



STATE OF WASHINGTON  
**HIGHER EDUCATION COORDINATING BOARD**  
917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-3430 • (360) 753-7800 • Fax (360) 753-7808

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**REQUEST FOR PROPOSAL**  
**Gaining Early Awareness and Readiness for Undergraduate Programs**  
**(GEAR UP Program)**  
**GEAR UP for Student Success Program**

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**Purpose of this RFP**

The Washington Higher Education Coordinating Board (HECB) invites applications from selected school districts to participate in a Washington State GEAR UP for Student Success Program. GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) was created to help low-income, disadvantaged students prepare for, and succeed in, college.

The successful applicants (districts) will implement and administer this grant program under the guidance of the HECB.

Funding level: A school district may receive up to \$30,000 in the 2007-2008 school year.

**The Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers the state's student financial assistance programs. The board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public. We are dedicated to helping students succeed.

**How to Submit a Project Proposal**

- Read the RFP and pay special attention to the "Program and Project Description," the "Proposal Requirements," and "Scope of Work" (Attachment A) sections.
- Complete all sections of the Proposal Application Form at the end of this document.
- Formulate an Implementation Plan that addresses all topics covered in the "Proposal Requirement" section and that is in keeping with the "Program and Project Description" and "Scope of Work" (no more than five (5) pages, please).

- Secure the appropriate signatures.
- Submit the completed packet to:

GEAR UP for Student Success Proposal  
Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, WA 98504-3430

**Review of applications will begin on Tuesday, November 13, 2007. The HECB will begin making awards immediately.**

If you need help or have questions, please contact the HECB:

Alison Eldridge, 360-753-7835, [alisone@hecb.wa.gov](mailto:alisone@hecb.wa.gov)  
Susan St. George, 360-753-7834, [susans@hecb.wa.gov](mailto:susans@hecb.wa.gov)

## **Program and Project Description**

### *What is GEAR UP for Student Success Program?*

The GEAR UP Program is an early intervention program aimed at helping more students from low-income and disadvantaged families learn, prepare for and pursue post-secondary education. It has many components. This RFP is for the GEAR UP for Student Success Program, a state-funded expansion program to the federally-funded State GEAR UP Program. This program provides college preparation and awareness activities to students and their families as well as professional development opportunities for school staff.

### *What Does This Program Do?*

The GEAR UP for Student Success Program will serve low-income, disadvantaged students in 25 school districts throughout the state. The program aims at providing additional services to students, their families, and teachers as part of the school district improvement effort. The program will provide services to ensure that students in the 25 schools graduate from high school and are ready to successfully enter and complete college.

### *What is the program goal?*

The program's goal is to increase the number of low-income students who prepare for, and succeed in, college by improving:

- Students' academic performance.
- The number of students who graduate from high school and enroll in college.
- GEAR UP students' and their families' knowledge of college choices, academic requirements for college entrance, and financial aid options.

### *How is student eligibility determined?*

All students in grade nine during the 2007-2008 school year from the selected schools are eligible for the program. School districts are invited to apply if more than fifty percent of their students are *eligible* for the Free and Reduced Lunch Program.

### *What are the district's responsibilities?*

Districts awarded the GEAR UP for Student Success Program grant must involve students in research-based and grade-appropriate intervention activities that enhance services the district and schools already offer and as part of the district's overall school improvement plan.

Services must include, but are not limited to:

- Early and ongoing academic assessment, planning, and counseling.
- Course work advising and tutoring in areas that need improvement.
- Information sessions on college admissions and financial aid.
- Career and college planning.
- College field trips.
- Guidance in taking standardized pre-college tests such as ACT's PLAN and PSAT.
- Parent activities.
- Professional development opportunities.

The district may use GEAR UP funds for college visits, standardized testing fees, supplies, resources, and other specific administrative costs directly associated with GEAR UP for Student Success.

Local schools will provide office and classroom space and other support for the implementation of program activities. In addition, districts are asked to establish partnerships with local businesses, parental organizations, community groups, and post-secondary institutions to support the program. These resources include: local colleges to provide campus tours and college information sessions; State Work Study students from area colleges to provide clerical support and tutoring to students; school professionals and local groups to provide counseling and instructional support; and, volunteers to serve as mentors, tutors, and instructors. These resources will also be able to help provide the program's matching requirement.

### *What is meant by the term "matching requirement?"*

The district must document local support and in-kind match donations (teacher time during non-school hours, volunteer support, goods and services, etc.) to meet the \$10,000/per year match requirement for this program.

### *What is the initial contract period? Are renewals possible?*

The initial contract period begins as of the date the contract is signed and runs through June 30, 2008. Renewal depends upon district performance and continued state GEAR UP funding.

### ***How will GEAR UP (HECB) support districts and schools?***

The HECB will provide:

- Funding for the project.
- Technical assistance in the form of an Administrator's Manual, training workshops, individual training, and on-going site visits, e-mail, and telephone assistance.
- Resources such as the "Getting Ready for Colleges and Careers" handbooks for students and parents, career exploration tools, promotional materials, and more.
- Professional Development for GEAR UP school district staff.

### **Proposal Requirements**

The proposal application must address the district's strategies for implementing the GEAR UP for Student Success Program in the following areas.

#### ***Implementation Plan***

##### **1. Project Services**

- Explain in detail how the district will meet the "Scope of Work and Responsibilities" in Attachment A. Sample activities are included in Attachment B.
- Detail the district's plan for submission of reports and requested information on time.
- List a summary of district's resources.
- Submit a plan for sustaining the program at the end of the grant.

##### **2. Management Plan**

- Provide a management plan with detailed timeline for the first year and identify key responsible person for program management.

##### **3. Annual Budget**

- Include a budget for goods and services that are reasonable to accomplish the scope of work. (Assume an initial contract period of January 1 through June 30, 2008. We will prorate the award if granted after December 31, 2007.) The categories are:
  - a. Staff Travel
  - b. Materials and Supplies
  - c. Busing needs (if any) for college visits
  - d. Testing preparation and costs for standardized tests such as ACT Plan and PSAT
  - e. Curriculum and Academic Support Materials

### **Evaluation of Proposals**

HECB and GEAR UP will consider the following selection criteria in awarding contracts to successful applicants.

1. Project Services

HECB considers the quality and sufficiency of strategies for ensuring equal access to project services and equal treatment of program participants regardless of gender, race, national origin, color, disability, or age. The district must show a similar policy in working with staff and students. In addition, we consider the following factors:

- The extent to which the project services reflect current research and knowledge of effective practices and the activities listed Attachment B.
- The extent to which the project services are appropriate to the needs of the students.
- The likely impact of the project services on the students who receive services.
- Resources available to support students to achieve grade level or higher in reading and math.

2. Management Plan

- The ability to achieve the objectives of the GEAR UP for Student Success Program on time and within budget.
- The adequacy of continuous improvement throughout the operation of the project.

3. Resources

- The adequacy of support, including facilities, equipment, supplies, and other resources other than HECB's GEAR UP funds.
- The relevance and demonstrated commitment of each partner to the successful implementation of the GEAR UP for Student Success Program.
- Reasonable costs in relation to the number of students to be served and to the anticipated results and benefits.
- The potential for continued support of the project from district, schools, and other partners.

*Acceptance/Rejection of Plan*

HECB has the right to accept or reject any portion of the submitted proposal.

# PROPOSAL APPLICATION AND IMPLEMENTATION FORM

Gaining Early Awareness and Readiness for Undergraduate Programs

(GEAR UP Program)

Washington State GEAR UP Student Success Program

## SECTION A: Data Sheet

### 1. School District Name:

Address:

Contact Person:

Telephone:      Ext.

Fax:

E-mail:

### 2. High School Name(s):

Address:

**GEAR UP Student Success Main Contact Person:**

Telephone:      Ext.

Fax:

E-mail:

### 3. List the high school graduation rates of the past three years for each school applying to the program.

Academic Year	High School Name & Graduation Rate
2004 - 2005	
2005 - 2006	
2006 - 2007	

### 4. List the percentage of students in each school applying for the program who completed the following tests last academic year:

Test Name	Percentage of Students
PSAT	
SAT	
PLAN	
ACT	

5. List the percentage of students who are eligible for the Free & Reduced Lunch Program in your district and in each high school applying for the program:

Name	Free/Reduced Lunch Rate
District Name:	
School Name:	

#### SECTION B: Signature Page

By signing this Signature Page, I am confirming I have read the Project Application and Implementation Plan and will support them.

District Superintendent:

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

SIGNATURE

DATE

High School Principal(s):

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

SIGNATURE

DATE

High School Counselor(s):

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

SIGNATURE

DATE

## BUDGET

### SECTION C: Proposed Budget (12-month)

Travel	\$
Materials and Supplies	\$
Busing needs (if any) for college visits	\$
Testing preparation and costs for standardized tests	\$
Curriculum and Academic Support Materials	\$
<b>TOTAL COSTS</b>	<b>\$</b>



## SECTION D: Proposed Services (12-month)

**Services Provided to Students:** In the following table, please describe the types of activities you already provide to your students and the new GEAR UP activities you will provide to your students to meet the service requirements of the program:

Type of Service	Activities already provided (check box)	Proposed new GEAR UP activities (See sample activities in Attachment B)
Tutoring/homework assistance/academic enrichment	<input type="checkbox"/>	
Computer assisted lab	<input type="checkbox"/>	
Mentoring	<input type="checkbox"/>	
Counseling/advising/academic planning/career counseling	<input type="checkbox"/>	
College visit/college student shadowing	<input type="checkbox"/>	
Job site visit/job shadowing	<input type="checkbox"/>	
Educational field trips	<input type="checkbox"/>	
Workshops	<input type="checkbox"/>	
Family events	<input type="checkbox"/>	
Cultural events	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

**Services Provided to Parents:** In the following table, please describe the types of activities you will provide to your parents to meet the service requirements of the program:

Type of Service	Activities already provided (check box)	Proposed new GEAR UP activities (See sample activities in Attachment B)
Workshops on college preparation/financial aid	<input type="checkbox"/>	
Counseling/advising	<input type="checkbox"/>	
College visits	<input type="checkbox"/>	
Family events	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

**Services Provided to Teachers and School Staff:** In the following table, please describe the types of activities you will provide to teachers/school staff to meet the service requirements of the program:

Type of Service	Activities already provided	Proposed new GEAR UP activities (See sample activities in Attachment B)

	(check box)	
Workshops for 9 <sup>th</sup> Grade Transition	<input type="checkbox"/>	
Counseling/advising skills	<input type="checkbox"/>	
College visits	<input type="checkbox"/>	
AVID, HSTW or other trainings	<input type="checkbox"/>	
Parent events	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

## **SECTION E: Implementation Plan**

### **1. Project Services**

- Explain in detail how the district will meet the “Scope of Work and Responsibilities” in Attachment A. Sample activities are included in Attachment B.
- Detail the district’s plan for submission of reports and requested information on time.
- List a summary of district’s resources.
- Submit a plan for sustaining the program at the end of the grant.

### **2. Management Plan**

- Provide a detailed description of the district’s plan to manage the program, including a timeline for the program’s first year of services.
- Identify the district staff member who will serve as the key responsible person for program management.
- Describe the district’s ability to achieve the program objectives on time and within budget.

## **ATTACHMENT A.**

### **Scope of Work and Responsibilities of the District**

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#### Student Activities

1. Orientation meeting for students to explain the program.
2. The GEAR UP Program is committed to ensuring equal access to project services and equal treatment of program participants regardless of gender, race, national origin, color, disability, or age. The district must show a similar policy applying to staff and students.
3. Provide GEAR UP activities throughout the school year. Make sure each student engages in appropriate program activities, and understands and follows program requirements. GEAR UP activities can take place before or after school, evenings, or weekends. Activities should supplement what the school already provides.
4. Use resources provided by the HECB when working with students. Resources will include handbooks, standardized test material from ACT or College Board, and other materials.
5. With pre-approval from HECB, arrange field trips for participants to visit colleges, job sites, or other locations. Field trips must have educational or cultural value that meets the needs of students and the goals of the program.

#### Parent Activities

6. Provide orientation to parents within 30 days of their student enrolling in the program. Make sure parents understand program requirements.
7. Establish an advisory committee of parents to assist the district in strengthening the Project.

#### Project Administration

8. Provide adequate staffing to fulfill the obligations of the contract.
9. Collect in-kind match of \$10,000 or more.
10. Provide adequate space for the program.
11. Establish a GEAR UP team that includes key school staff (principal, vice-principal, or counselor), teachers and other school staff to create a work plan and troubleshoot issues as they occur.
12. Prepare requested reports and billings and submit them on or before deadlines.
13. Plan for GEAR UP team to attend training and professional development provided by the state GEAR UP program.

14. Maintain proper cost accounting records for all reimbursed expenses. Use the correct federal circulars (OMB circulars A-102 and A-87). All GEAR UP fiscal records may be reviewed by HECB staff at any time.
15. Collect and maintain required student participation information, grades, and test scores and submit as requested.
16. Keep all records and personal information about students, parents, and employees in strict confidence.
17. Make sure the district uses program equipment and supplies for approved program activities.
18. File quarterly reports that account for the activities and expenditures supported by the contract. HECB provides a reporting schedule.
19. Help HECB evaluate program effectiveness. Evaluation responsibilities include:
  - a. Administering surveys to students and parents.
  - b. Providing reports of student progress (grades, attendance, credits attempted/credits earned, courses taken, etc.).
  - c. Arranging for group interviews between program evaluators and students, family members, educators, and community members.
  - d. Complying with other evaluation requests by HECB.
  - e. Cooperating during site visits and compliance requests.

## **ATTACHMENT B.**

### **Sample Activities for the GEAR UP for Student Success Program**

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#### **Sample Activities for Students and Parents**

*The goal of the GEAR UP for Student Success Program is to increase the number of low-income students who prepare for and succeed in college by improving students' academic performance, GEAR UP students' and their families' knowledge of college choices, academic requirements for college entrance, and financial aid options.*

*The following lists of activities should provide you with some ideas of events, field trips, and other offerings you can build in to your GEAR UP for Student Success program to meet the student and parent activity requirements.*

#### **Academic Preparation**

Provide tutoring services for student who need additional academic help.

Complete a 4-year high school plan with all ninth graders.

Provide workshops for students on Honors, AP, IB, Running Start, and Tech Prep classes.

Help students learn and practice study and time management skills.

Start preparing students for the 10th grade WASL test.

Help students prepare for the PSAT, ACT Plan, ACT and/or SAT.

Create a "homework club" for students who need extra help, or encourage students to join or form a club related to their academic interests.

#### **Career & Personal Development**

Help students explore academic and career interests by taking an interest inventory test.

Have students create a personal achievement portfolio.

Take students to community and cultural events.

Have students visit a work place that interests them.

#### **College Planning Activities**

Hold workshops or information nights for students to learn about different types of colleges and what they offer (vocational, two-year, four-year, etc.) and financial aid.

Help students "Adopt-a-College" by following their sports teams, getting a t-shirt or pennant, and researching their programs.

Visit a college campus.

Provide students with research tools and Web sites to get more information about college (College Edge, Think College Early, etc.).

#### **Parent Involvement**

Hold college planning workshops, and admissions and financial aid information sessions for parents.

Encourage parents to meet with their child's school counselor.

Help parents learn about different types of colleges, and visit college campuses.

Have parents lead or organize a parent activity at your school.